



VIETNAM 50th COMMEMORATION
PLANNING GROUP
City Hall Council Chambers
vietnam50@milwaukieoregon.gov

PLANNING AGENDA
February 19, 2015, 4:00 p.m.
[Agenda as of 2/4/2015]

1. Call to Order
 - a. Introductions
 - b. Review Last Meeting Notes
 - c. Review Last Meeting Follow-Up Items
2. The Moving Wall Event:
 - a. Administrative and Finance (Maderis)
 - i. Budget and Fundraising (Craig)
 1. Legion Fundraiser Dinners (Craig)
 - b. Logistics Section (Craig)
 - i. Event Staffing: Organization Chart Updates (Lueck)
 - ii. Volunteer Recruitment (Hedges)
 - iii. Facility Use Applications (Stauffer)
 - iv. Wall Platform Update (Craig/Shannon)
 - c. Operations Section
 - i. Review Program Schedule
 1. Create Speaker Invite List
 2. Invited Groups (Craig)
 - ii. Parade (Nieman)
 - iii. Parking Options
 - iv. Public Relations, Promotions, and Marketing (Craig/Nieman)
 1. Report to City Council (Craig)
 - d. Miscellaneous Topics
3. Other Commemorative Events

Next Meeting: Thursday 3/19/2015, 4 p.m., at City Hall